

#10-31
March 15, 2010



**CAREER OPPORTUNITY
UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF TEXAS**

Position Title: Assistant Deputy Chief Probation Officer

Location: Brownsville, Texas

Closing Date: Open Until Filled

Salary Range: \$90,967 - \$147,887 (CL 31)*
*Salary Commensurate with Qualifications

The United States Probation Office for the Southern District of Texas is accepting applications for the position of Assistant Deputy Chief Probation Officer in Brownsville, Texas. The Brownsville Division has a current staff of 53 which supports two District Judges and two Magistrate Judges.

POSITION DESCRIPTION:

The Assistant Deputy Chief reports directly to the Deputy Chief Probation Officer, providing substantial assistance to the Chief and Deputy Chief Probation Officer in the administration, management and delivery of investigation and offender supervision services for the Brownsville division. In addition, the incumbent exercises supervisory and management control over Supervising Probation Officers and has no continuing responsibility for non-supervisory performance of an officer function. The Assistant Deputy Chief will propose and assist the Chief and Deputy Chief Probation Officer in the formulation, implementation, and modification of policies and procedures related to investigation and supervision of offenders; conduct ongoing evaluations of existing programs and services; identify, implement and/or coordinate training; provide technical and administrative direction and support to subordinate supervisors; conduct systematic analysis of performance of subordinates (Supervisors); participate in developing budget estimates to fund operating costs; etc.

QUALIFICATIONS:

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position, is required. Fluency in both English and Spanish preferred. The candidate must possess at least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provides evidence of an opportunity to gain (1) skill in dealing with others in person-to-person work relationships, (2) the ability to exercise mature

judgment, and (3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to United States Probation. At least one year of the three years must have been performed at or equivalent to CL 30. In addition, the candidate must undergo an extensive OPM background investigation pursuant to Title 5 U.S.C. § 4521. Applicants must be less than 37 years of age at the date of appointment as a U. S. Probation Officer.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:

First time appointees to the position of a U.S. Probation Officer must undergo an extensive OPM background investigation and drug screening. In addition, officers are subject to updated background investigations every five years and will be subject to random drug screening. If a provisional hire is authorized, applicants are also subject to a local background investigation and continued employment will be contingent on successful completion of the OPM investigation.

Prior to appointment, final selectee will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable determination by the court.

APPLICATION PROCESS:

Qualified candidates must submit a cover letter, list of three references that may be contacted and a resume including name, address, telephone number, education, work and salary history and an explanation of any breaks in continuous employment longer than 90 days via email to employment@txs.uscourts.gov. If you have difficulty emailing your submission, please call 713-250-5508. No resumes or enclosures will be returned.

BENEFITS:

Up to 13 days paid vacation per year for the first three years of employment. Thereafter, up to 26 days per year. Participation in the Federal Employees Health and Life Insurance Program, Federal Employees Retirement System and Thrift Savings Plan. This position is subject to mandatory EFT (Electronic Fund Transfer) participation for payment of net pay.

The Probation Office reserves the right to withdraw the announcement without prior notice.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER